



LETTER AGREEMENT NO. 21-21-PGE



PACIFIC GAS AND ELECTRIC COMPANY
LABOR RELATIONS
375 N. WIGET LANE
SUITE 130
WALNUT CREEK, CA 94598
925.974.4461
MATTHEW LEVY
SENIOR DIRECTOR

INTERNATIONAL BROTHERHOOD OF
ELECTRICAL WORKERS, AFL-CIO
LOCAL UNION 1245, I.B.E.W.
P.O. BOX 2547
VACAVILLE, CALIFORNIA 95696
707.452.2700
BOB DEAN
BUSINESS MANAGER

April 9, 2021

Mr. Bob Dean, Business Manager
Local Union No. 1245
International Brotherhood of
Electrical Workers, AFL-CIO
P.O. Box 2547
Vacaville, CA 95696

Dear Mr. Dean:

The parties met recently to discuss changes to the Maintenance Assistant I (MAI), Job ID 50010068; Maintenance Assistant II (MAII), Job ID 50010066; and Senior Maintenance Assistant (Senior MA), Job ID 50010065 classifications.

In order to streamline the filling of job vacancies, the MAI and MAII classifications will be condensed into a single Maintenance Assistant classification. Upon execution of this Agreement or as soon as administratively possible, incumbent employees, identified in Attachment I, who currently hold the MAI or MAII classifications will be placed into the new Maintenance Assistant classification at the wage step that corresponds with their current wage and given appropriate credit for time in step.

Incumbent employees, identified in Attachment I, who are currently in the MAI or MAII classification will not be considered as Beginning Level for the purposes of 206.6 once they have acquired 18 months in the Maintenance Assistant Line of Progression.

SENIOR MAINTENANCE ASSISTANT 0048 (50010065)

A classification which may perform lead duties for up to three employees, including themselves. This employee will be responsible for providing clerical support for the hazardous waste monitoring program. (Note: The intent of this agreement is not to replace the Environmental Monitor *provisions* with a Senior Maintenance Assistant.) This position will also be responsible for the duties performed by a Maintenance Assistant classification, which include the following clerical duties:

- budget monitoring
- computer applications;
- coordinating contracts;
- permits and vendor contacts;
- general typing, answering phones, and maintaining office files;
- compiling manuals, making meeting arrangements, ordering stationery and office supplies;
- payroll entry (Employee Data), record keeping and preparing reports;
- bill processing.
- Environmental Monitoring duties, as required

In addition to the foregoing, will be responsible for the following materials functions such as shipping, receiving, dispersal, salvage, processing materials requisitions, forklift operation and materials delivery. Transports supplies,

materials or equipment in a pickup or passenger car and, in addition, functions as 0935/50010219 Utility Worker as described in Letter Agreement 14-40. This includes but is not limited to the following activities: yard maintenance; vehicle cleaning; fire extinguisher maintenance; weed abatement; first aid kit and eye wash inventory; tool operation; and mail delivery.

Notes:

1. May be required to assume Environmental Monitor duties in accordance with Letter Agreement 08-29 upon successful completion of training and test requirement in the HAZWOPER training.
2. For an employee to hold this classification, he/she must have held the top rate of the Maintenance Assistant classification for 6 months.

Next Lower Classifications

Same or Higher Classifications

0049	52679189	Maintenance Assistant	0048	50010065	Sr. Maintenance Assistant
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MAINTENANCE ASSISTANT
(52679189)

An employee who, without direct supervision, performs the following clerical duties:

- budget monitoring;
- computer applications;
- coordinating contracts, permits and vendor contacts;
- general typing, answering phones, maintaining office files, compiling manuals;
- making meeting arrangements;
- ordering stationery and office supplies;
- payroll entry (Employee Data), record keeping and preparing reports;
- computer applications;
- bill processing.

In addition to the foregoing, will be responsible for materials functions such as: shipping; receiving; dispersal; salvage; processing materials requisitions; forklift operation; and materials delivery. Transports supplies, materials or equipment in a pickup or passenger car and in addition, functions as a 0935/50010219 Utility Worker as described in Letter Agreement 14-40. This includes, but is not limited to the following activities: yard maintenance, vehicle cleaning, fire extinguishers maintenance, weed abatement, first aid kit and eye wash inventory, tool operation and mail delivery.

Beginner's Classification

Pre-employment Requirements:

- Clerical Pre-employment Test
- Physical Pre-employment Test
- 25 w.p.m. Typing Test

Notes: Will automatically progress to Senior Maintenance Assistant after six months at top rate of classification

<u>WAGE RATES</u>	<u>PROGRESSION</u>	<u>2021</u>	<u>2022</u>
Maintenance Assistant (52679189)	Start	\$30.92	\$32.08
	End 6 Mo	\$34.82	\$36.13
	End 1 Yr	\$38.74	\$40.19
	End 18 Mo	\$42.62	\$44.22
	End 2 Yr	\$44.81	\$46.49
	End 30 Mo	\$47.07	\$48.84
Senior Maintenance Assistant (50010065)		\$49.14	\$50.98

This agreement has been reviewed by Business Representative Dave Sankey and Senior Assistant Business Manager Anthony Brown.

If you agree, please so indicate in the space provided below and return one executed copy of this letter to the Company.

Very truly yours,

PACIFIC GAS AND ELECTRIC COMPANY

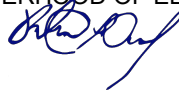


By: _____

Matthew Levy
Senior Director

The Union is in agreement.

LOCAL UNION NO. 1245, INTERNATIONAL
BROTHERHOOD OF ELECTRICAL WORKERS, AFL-CIO



_____ Apr 9, 2021

_____, 2021

By: _____

Bob Dean
Business Manager

Attachment 1

Incumbent List for LA 21-21 Maintenance Assistant
Title 206 Demotion and Layoff Procedure
206.6 Bumping Employee in Beginner's Job

Employee Name	Identified Incumbent Job Title as of March 18, 2021
Arizaga, Eloisa Abdali	Maintenance Assistant II
Bates, Ricky	Maintenance Assistant II
Carlos, Francisco Javier	Maintenance Assistant I
Castillo, Marcela F.	Maintenance Assistant II
Cortez, Maria Esther A Venegas	Maintenance Assistant I
DeLeon, Lisa Marie Olivo	Maintenance Assistant II
Gallon, Tatiana P.	Maintenance Assistant II
Gordon, Brittney A	Maintenance Assistant I
Guerrero, Koreena L	Maintenance Assistant II
Kackley, Valerie Suzanne	Maintenance Assistant I
Meneses, Krysta Lyn	Maintenance Assistant II
Moore, Deborah A	Maintenance Assistant II
Moore, Taylor Brianne	Maintenance Assistant I
Muscat, Rachelle Marie	Maintenance Assistant I
Nawahine, Traci L	Maintenance Assistant II
Nelson, Summer J	Maintenance Assistant II
O'Haire, Theresa A	Maintenance Assistant II
Solano, Melissa Jean	Maintenance Assistant I
Tao-Thammeuangkhun, Anna Kim	Maintenance Assistant II
Ussery, Kimberly	Maintenance Assistant II
Van Sant, Lauren Michelle	Maintenance Assistant I
Walker, Nicole Simone	Maintenance Assistant I

